



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

**SUBJECT: Call for GSFC Annual Awards of Excellence  
Nominations Due: July 16, 2004**

The GSFC Annual Awards of Excellence cover a broad range of opportunities to recognize the outstanding contributions made by individuals and teams. These unique and special awards are honorary for all recipients. Additionally, civil servant recipients of individual awards receive \$1,000 and teams may receive funding (\$10 per team member, not to exceed \$1,000 per team) to sponsor a team-specific awards activity to recognize the team's accomplishments and to distribute awards to team members.

Outstanding accomplishments at all levels and in all areas of the Center's mission should be considered. The various award categories, described in Enclosure 1, provide opportunities to recognize outstanding teamwork, secretarial and clerical excellence, quality and process improvement, customer service excellence, excellence in outreach, outstanding mentors, outstanding contributions to affirmative action or diversity, and significant contributions to safety. Evaluation criteria and eligibility information are also contained in Enclosure 1.

Anyone familiar with an employee's or team's duties, performance, and/or contributions may submit a nomination (you may even nominate yourself!). Presentation of awards to selected individuals and to a representative of selected teams will take place during an awards ceremony and luncheon held in the Fall at the GSFC Recreation Center. As mentioned previously, teams may sponsor a team-specific awards activity to present individual certificates and to further show the Center's appreciation for the team's effort.

Please review the enclosed information and nominate a peer, colleague, supervisor, and member of your staff, mentor, contractor, or partner for these awards. Submit nominations to the Awards Office, Code 114, Building 1, Room 143, using the enclosed transmittal sheet and nomination form (Enclosure 2). Please identify at least one reference (additional references are encouraged), who is knowledgeable about the accomplishment. Provide your reference(s) with a copy of the nomination and a copy of the Reference Questionnaire Form (Enclosure 3). The Reference Questionnaire Form is to be completed and forwarded to Code 114, Building 1, and Room 143. Nomination forms are also available electronically at:  
<http://ohr.gsfc.nasa.gov/awards>.

## PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

### DISTRIBUTION CODES:

A (Civil Service) – GSFC Employees

B (Civil Service) – GSFC Section Level and Above

\*C (Civil Service) – GSFC Branch Level and Above

\*D (Civil Service) – GSFC Division Level and Above

GSFC 3-1 (05/94)

\*\*A (Contractor) – Contractor and Other Employees

\*\*B (Contractor) – Contractor and Other Offices

**Nomination and Reference forms must be submitted by C.O.B. July 16, 2004.** Please note that to assure the timely and efficient recognition of our employees this deadline cannot be extended. Questions concerning submission of nominations may be directed to Theresa Wirth at 301-286-4574. For further information on the Awards of Excellence program, please contact Khrista White at 301-286-9059 (Khrista.N.White@nasa.gov) or visit OHR's website at: <http://ohr.gsfc.nasa.gov/awards/home.htm>.

*W. F. Townsend*  
for A. V. Diaz  
Director

3 Enclosures

## GENERAL GUIDELINES

Please refer to OHR web page (<http://ohr.gsfc.nasa.gov/awards/>) for additional information.

- a. Nominations should be made after the completion of a product, service, or action or when the values and behaviors represented in an award and its criteria are in evidence. A discrete part of an activity may be nominated when its performance may be judged independent of the larger effort.
- b. Nominations should be timely, which would normally include activities completed within the 24 months preceding evaluation. For career awards or those awards covering sustained performance, there are no time limits.
- c. Nominations should demonstrate the relationship of the nomination to the Center's mission, strategies, goals, or values on which each award is based.
- d. Nominations should be for outstanding performance and accomplishments that exemplify or model one or more specific criteria of each award.
- e. Different skill groups and employees at different grade levels contribute to the Center's mission in many different ways. Evaluations will consider the accomplishments relative to the scope of the nominee's job responsibilities.
- f. Regardless of the number of nominations, recognition will only be made each year for those awards for which accomplishments meet the criteria and warrant special Centerwide recognition.



## **Awards of Excellence** **(reference GPD 3451.1D)**

**1. Outstanding Teamwork** - To recognize teams whose teamwork, diversity, mutual accountability and responsibility, together with the commitment and performance of every team member, have resulted in extraordinary specific accomplishments or long-term performance of the team. Teams may be temporary, ad hoc, or permanent parts of an organizational structure.

**Criteria** - Evidence that the team made a significant, extraordinary contribution to the Center's mission while maximizing the use of its resources and the capabilities of all team members in achieving its goals.

**Eligibility** - Civil Servants, Contractors, Team Members

**2. Secretarial and Clerical Excellence Award** - To recognize secretaries and specialty clerks who provide superior performance and accomplishments, which enhance their specific work products or functions.

**Criteria** - Exceptional performance of secretarial or clerical functions in such an extraordinary manner as to warrant special recognition.

**Eligibility** - Civil Servants

**3. Quality and Process Improvement** - To recognize individuals and teams whose contributions enhance the Center's business and work processes and improves the quality of products and services.

**Criteria** - Initiative, innovation, and scope of improvements on the quality of products and services provided or achievements that reduce waste or misuse of government resources. Scope and impact are relative to the process being improved.

**Eligibility** - Civil Servants, Contractors, Team Members

**4. Customer Service Excellence** - To recognize individuals and teams that provide superior services or products to internal or external customers.

**Criteria** - Demonstrated performance and significance of contributions relative to the requirements of an individual's position or the team's charter. Evidence of exceeding customer expectations as evidenced by such characteristics as timely deliverables; economic use of Center resources, and customer relations that include effective communications and a flexible, proactive approach to problem solving.

**Eligibility** - Civil Servants, Contractors, Team Members

**5. Excellence in Outreach** - To recognize individuals and groups who (1) provide innovative products, science, technology, and services to the public, educational institutions, or others who are potential beneficiaries of the expansion of knowledge resulting from NASA/GSFC's mission, or (2) develop and/or expand opportunities that result in the increased involvement of universities, industry, and others in the performance of NASA/GSFC's mission activities, or (3) increase the participation of socially or economically disadvantaged businesses or minority educational institutions.

**Criteria** - Consideration will be made of the quality of the products, science, technology, and services, particularly their relevance and effectiveness with a specific audience, how effectively resources are leveraged to increase the number or diversity of audiences impacted or the level and significances of the involvement of new partnerships or contract relations resulting from outreach efforts.

**Eligibility** - Civil Servants, Contractors, External Team Members

**6. Outstanding Mentor** - To recognize outstanding mentors who actively and effectively coach one or more protégés and contribute to the personal and professional development of Goddard employees or in support of Goddard programs.

**Criteria** - Accessibility to protégé; modeling and transmitting the Center's values and traditions; sponsoring and providing the employee new experiences; effectiveness in transferring personal knowledge, meaningful advice, insights and experiences; or demonstrated insight into the protégé's unique mentoring needs.

**Eligibility** - Civil Servants

**7. Diversity Enhancement** - Outstanding contributions to the inclusion and utilization of the diversity of the Center's workforce to better achieve the Center's mission (qualitative) or goals identified in the Center's Diversity Plan; create an organizational culture that incorporates mutual respect, acceptance, teamwork, and productivity; or facilitate a broader inclusion of ideas and participation of Goddard's diverse workforce in all aspects of the Center's mission.

**Criteria (1) Equal Opportunity** – outstanding accomplishments whose scope and impact further the Center's affirmative employment and workforce representation goals. **(2) Disadvantaged Business Goal Achievement** – outstanding accomplishments whose scope and impact further the Center's socioeconomic goals. **(3) Diversity** – accomplishments that through the inclusion, utilization, and participation of the Center's diverse workforce enable the Center to better perform its mission through teamwork, respect, and use of the Center's diversity and innovation.

**Eligibility** - Civil Servants, Contractors, External Team Members

**8. Safety Award of Honor** - To recognize individuals and teams whose contributions to safety significantly impact the Center's implementation of the NASA mission or mitigate and control risks to personnel, facilities, equipment, and operations.

**Criteria** Demonstrated evidence of safety contributions that significantly impact the Center's implementation of the NASA mission or mitigate or control safety risks to personnel, facilities, equipment, and operations.

**Eligibility** Civil Servants, Contractors, Team Members

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## TRANSMITTAL SHEET

## GSFC ANNUAL HONOR &amp; AWARDS OF EXCELLENCE AWARD NOMINATION

(Nominations Due to Awards Office, Code 114, Bldg 1, Room 143 by closing date of each particular awards call.)

To: 114/Awards Officer

Nominator: \_\_\_\_\_ Code: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_  
 Nominee: \_\_\_\_\_ Award: \_\_\_\_\_

Name of Individual or Team: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Individual Accepting for the Team: \_\_\_\_\_  
 Organization/Code/Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

☐ Civil Servant(s) ☐ Not a Civil Servant(s) ☐ Team Includes Both

Please note: For teams, the person listed as "Individual Accepting for the Team" unless otherwise noted, will serve as the point of contact for the review.

## TYPE OF AWARD

## ANNUAL AWARDS OF EXCELLENCE

(Awards conferred during Annual Awards of Excellence ceremony)

- |   |   |
|---|---|
| <input type="checkbox"/> Customer Service Excellence CS/C/I/G | <input type="checkbox"/> Outstanding Teamwork CS/C/G                |
| <input type="checkbox"/> Diversity Enhancement CS/C/I/G       | <input type="checkbox"/> Quality and Process Improvement CS/C/I/G   |
| <input type="checkbox"/> Excellence in Outreach CS/C/I/G      | <input type="checkbox"/> Safety Award of Honor CS/C/I/G             |
| <input type="checkbox"/> Outstanding Mentor CS/I              | <input type="checkbox"/> Secretarial and Clerical Excellence CS/I/G |

Legend:

CS=Civil Servants, C=Contractor, I=Individual, G=Group

## ANNUAL GODDARD HONOR

(Awards conferred during Goddard Annual Honor Awards ceremony)

- |  |   |
|--|---|
| <input type="checkbox"/> Award of Merit            | <input type="checkbox"/> Outstanding Management                                       |
| <input type="checkbox"/> Earth Science Achievement | <input type="checkbox"/> Robert C. Baumann Award for Contributions to Mission Success |
| <input type="checkbox"/> Engineering Achievement   | <input type="checkbox"/> Safety Award of Distinction                                  |
| <input type="checkbox"/> Exceptional Achievement   | <input type="checkbox"/> Space Science Achievement                                    |
| <input type="checkbox"/> Outstanding Leadership    |   |

## MEMORIAL / COLLOQUIA

(Awards conferred during a colloquia)

- Excellence in Information Science and Technology
  - John C. Lindsay Memorial Award for Space Science
  - Moe I. Schneebaum Award for Engineering
  - William Nordberg Memorial Award for Earth Science
- NOTE: Special nomination forms are used for the memorial/colloquia awards. Please refer to the specific call for nominations or visit the OHR Forms page (<http://ohr.gsfc.nasa.gov/Forms/Ohr/home.htm>) to obtain the nomination form.

**REFERENCES {Note change in the process}: Please identify at least one reference (additional references are encouraged), who is knowledgeable about the accomplishment. Please provide your reference(s) with a copy of the nomination and a copy of the attached Reference Questionnaire Form. The Reference Questionnaire Form is to be completed and forwarded to Code 114, Bldg. 1, Room 143.**

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

**Goddard Space Flight Center**  
**ANNUAL HONOR & AWARDS OF EXCELLENCE AWARD NOMINATION**

Name of Individual or Team: \_\_\_\_\_

Type of Award (from Transmittal Sheet): \_\_\_\_\_

Citation: (Citation should be 25 words or less) \_\_\_\_\_

**JUSTIFICATION:**

*(How does nomination meet general and specific criteria? Specific examples must be identified.  
Do not simply write a job description or narrative. Please do not exceed the space provided.)*

A. Brief description of employee's/team's accomplishments, responsibilities, or career contribution related to the award criteria.

B. What are the specific ways the criteria for this award are met and the significance of these accomplishments related to the awards criteria? Identify in concise language.

**NOTE: IF THE AWARD IS FOR A TEAM ACCOMPLISHMENT, PLEASE PROVIDE A TYPED LIST OF THE TEAM MEMBERS INCLUDING NAME AND CODE AT TIME OF SUBMISSION. ALSO, PLEASE INDICATE WHETHER CIVIL SERVANT OR CONTRACTOR. IF CONTRACTOR, PLEASE PROVIDE THE NAME OF THE COMPANY.**

**Civil Servants**

Name	Code

**Contractors**

Name	Code	Company



**TO: 114/Awards Office****Date** \_\_\_\_\_**FROM: (Code/Your Name – please type or write legibly)****SUBJECT: Review and Comments on Award Nomination – Due July 16, 2004**

The enclosed award nomination (individual or group) has been submitted for Center consideration. As one very important step in this review process, the views of the supervising organization and specific references are being contacted to provide additional information relevant to this nominee's consideration and to determine how this achievement compares in significance to other comparable accomplishments with which the reviewer may be aware. You have received this because you have been identified as a reference or supervisor knowledgeable of this nominee and accomplishment(s) identified in the nomination. Your contribution to the successful review of the awards nominations is essential to an equitable review of all nominations. Please complete the following questionnaire and return to Theresa Wirth, Code 114, by fax, 301-286-6095. If you have any questions please call 301-286-4574. Your support is greatly appreciated.

**Nominee: (Individual or Group)** \_\_\_\_\_**Award Category: (Category)** \_\_\_\_\_

**Reviewer - Please describe your professional relationship with the nominee (i.e., peer, supervisor, member of a team, etc.) in 1 – 2 sentences.**

Please check one: ☐ I am knowledgeable of the nominee or the accomplishment.  
☐ I am not able to evaluate this nomination.

**Appropriateness of Award Category – Please check if appropriate**

Considering the accomplishment(s) for which this nominee is nominated, I agree ☐ the award category for which this nominee is submitted is a good match. Could also be considered for the \_\_\_\_\_ award.

**Quality of the Accomplishment – Please check one**

- (1) The accomplishment(s) cited is the highest quality of performance or of exceptional merit and among the top 2-3% of comparable types of accomplishments and is rated as "A"/High ☐.
- (2) Outstanding nomination, worthy of consideration. The accomplishment(s) cited is significant and merits award consideration and is among the top 10% of comparable types of accomplishments and is rated as "B"/Medium ☐.
- (3) The accomplishment(s) cited is an important accomplishment but is not among the top 10% of comparable types of accomplishments. Not recommended at this time and is rated as "C"/Low ☐.

**Comments and Additional Information**

It is very important the review committee understands why you rated the nominee as you did. Please justify or provide supporting information that is relevant to the consideration of this nomination. Use a continuation sheet and put nominee's name on each sheet.

**Citation**

Suggest alternative wording for the citation if appropriate:

\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date**